



DEPARTMENT OF THE ARMY
HEADQUARTERS, 266th FINANCE COMMAND
UNIT 29001
APO AE 09007

AEUFC-FAPD

OCT 28 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Finance Policy Memorandum #15, Submission of Statements to Substantiate Family Separation Allowance (FSA) for Field Training Exercises (FTX)

1. Reference: Department of Defense Financial Management Regulation (DoDFMR) 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay, Chapter 27.
2. This memorandum establishes policy on statements to substantiate payment of Family Separation Allowance (FSA) for units/Soldiers participating in extended field training exercises (FTX) over 30 days.
 - a. ENTITLEMENT: Soldiers are entitled to FSA for FTXs exceeding 30 days IAW the DoDFMR 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay, paragraph 270302 which states "Otherwise qualified members of a unit are entitled to FSA-T when the unit is ordered on an exercise for more than 30 days." This applies to all soldiers "on field duty or temporary field assignment."
 - b. SUBSTANTIATING DOCUMENTS: Units must submit requests for FSA on DD Form 1561, Statement to Substantiate Payment of Family Separation Allowance. A roster indicating the Soldiers qualified for FSA attached to DD Form 1561 eliminates the need to submit individual statements. The roster should include Soldiers' names, SSN, and the period covered. When there is no supporting document directing collection for meals, the unit will be informed of regulatory guidance and requested to submit a roster for collection.
 - c. CERTIFICATION: A Certifying Officer, whose Signature Card (DD577) must be maintained on record at the finance office, will certify the statement. Upon receipt of DD Form 1561, the finance clerk must verify the signature of the Certifying Officer against the signature on the Signature Card, thereby confirming the Certifying Officer is specifically authorized to certify DD Form 1561.
3. Point of contact is Military Pay Policy at DSN 379-5160.


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COL, FC
Commanding

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